

Atlantic CSD

Atlantic EA

7/1/2006 6/30/2007

**MASTER CONTRACT**

**BETWEEN THE**

**ATLANTIC COMMUNITY SCHOOL  
DISTRICT**

**AND THE**

**ATLANTIC EDUCATION ASSOCIATION**

**for the school year**

**2006-2007**

**Atlantic, Iowa**

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## **DIVISION I: BASIC AGREEMENT PROVISIONS**

### **ARTICLE 1**

#### **GRIEVANCE PROCEDURE**

##### **Section 1: Definition**

###### **A. Grievance**

A grievance is an allegation by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of any provision of this Master Contract Agreement.

###### **B. Aggrieved Person**

An aggrieved person is the person or persons making the complaint.

###### **C. Party of Interest**

A "party of interest" is the person or persons making the complaint and any person, or their representative who might be required to take action or against whom action might be taken in order to resolve the complaint.

###### **D. Group of Employees**

A group of employees shall be defined as the entire staff of a building or a district wide cross section of employees with a common assignment or interest.

##### **Section 2: Purpose**

The purpose of this Article is to provide for a mutually acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of this Master Contract Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

##### **Section 3: Year-end Grievance**

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to the party in interest, the time limits set forth herein may be reduced by mutual consent of the Superintendent and the Association so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

#### Section 4: Time Limit

- A. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.
- B. It is agreed that an investigation, handling or processing of any grievance by the grieving employee or by the Association shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities. Any departure from this provision shall be by mutual agreement.

#### Section 5: Level One (Informal)

An employee with a grievance shall first discuss it with the principal or immediate administrative supervisor with the objective of resolving the matter informally. Such discussions shall commence within fifteen (15) school days of the alleged occurrence of the grievance.

#### Section 6: Level Two

- A. If, as a result of the informal discussion with the principal or immediate administrative supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure on his/her own or through the Association not later than ten (10) school days following discussion with the principal or immediate administrative supervisor, on the form set forth in Exhibit 1. The grievance form shall be available from the Association representative in each building and said form shall be signed by the grievant. The grievance form shall be delivered to the appropriate principal or immediate administrative supervisor. A copy of the grievance will be provided to the Association by the Administration.
- B. The appropriate principal or immediate administrative supervisor shall indicate his/her disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and the Association.
- C. If the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Three within ten (10) school days.

#### Section 7: Level Three

The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the meeting of the parties, the Superintendent or his / her

designee shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and the Association.

If the Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition of the grievance has been made within the time limits of this section, the Association shall transmit the grievance to Level Four within ten (10) school days of the report from Level Three.

#### Section 8: Level Four

- A. If within ten (10) school days following the formal third step the Association submits a request to the Superintendent to enter into arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within ten (10) school days, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of seven (7) potential arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days. Then the parties shall have one (1) school day alternately to remove until one (1) name remains. The person whose name remains shall be the arbitrator.
- B. The arbitrator so selected shall confer with the Superintendent and the Association and hold hearings promptly and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions of the issues submitted. The arbitrator's decision shall have no power to alter, add to, or detract from the specific provisions of the Agreement. No decision of the arbitrator shall in any way be derogation of the powers, duties, and rights established in the Board by constitutional provisions, statute, ordinance, or special legislative acts. The decision of the arbitrator shall be submitted to the Superintendent and the Association and shall be final and binding on the parties.
- C. Costs  
  
The costs of the services of the arbitrator will be borne equally by the Board and the Association.
- D. If the grievant files any claim or complaint in any forum other than under the grievance procedure of this Master Contract Agreement, then the school district shall not be required to process the same claim or set of facts through this grievance procedure.

## Section 9:

- A. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond.

- B. Written Decisions

All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with procedures set forth in the Section on arbitration.

- C. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. The Association shall have access to the Grievance File.

- D. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties of interest, and their designated or selected representative, heretofore referred to in this ARTICLE.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 2**

#### **EMPLOYEE HOURS**

##### **Section 1: Workday**

###### **A. Length of Workday**

The workday shall be from 8:00 a.m. - 4:00 p.m.. Any variation from the above shall be:

1. Solely at the discretion of the building principal.
2. On a building-by-building basis.
3. May be on an individual basis within a building at the principal's discretion.

###### **B. Arrival and Leaving Time**

Employees may leave on Fridays and before holidays ten (10) minutes after students leave.

###### **C. Availability During Workday**

Employees shall be available in their buildings in their area of teaching responsibility or other area(s) as assigned by the principal during the workday.

###### **D. Early Dismissal**

School will be dismissed two (2) hours early on the last day of the first semester with teacher's workday ending the regular time as if school had not been dismissed early.

References to early dismissal will remain in effect:

1. If permitted under the New Standards for Iowa Schools (10/88) and the day can still be counted as a day of school.
2. If the early dismissal is after completing 5 1/2 hours as governed by the new standards.



## Section 2: Lunch Period

### A. Duty Free Lunch Time

Employees will have a duty-free lunch time of twenty-five (25) minutes, except in cases of emergencies as determined by the building principal.

### B. Leaving the Building

Employees may leave the building without requesting permission during their scheduled duty-free lunch time; however, upon leaving, the teacher shall advise the building secretary or the principal as to where they can be reached.

## Section 3: Faculty Meetings

The administration will endeavor to schedule general faculty meetings (those that require all faculty members to attend) within the 8:00 to 4:00 time period. For those meetings beginning prior to 8:00 or going beyond 4:00 the administration will notify the faculty forty-eight (48) hours in advance except in emergencies. Faculty members may bring prior commitments to the administrator's attention for his/her consideration. Except in case of emergencies or circumstances beyond the control of the administration, meetings will not be called on Fridays or on days immediately preceding holidays or other days when teacher attendance is not required at school. Employees will have the opportunity to suggest items for the agenda. Approval of the principal will be obtained for department meetings and faculty meetings.

## Section 4: Preparation Time

### A. Employees will have an average daily preparation time as follows:

Elementary Teachers - Thirty (30) minutes during time students in school.

Middle and Senior High School Teachers - one (1) class period.

### B. Employees used as substitutes during their preparation time will be reimbursed at the rate of seventeen dollars and forty seven cents (\$17.47) per period for 2006-2007. This amount will change annually by the percent of change in the BA base salary in the future. They will be paid once each month on their regular check for their substituting. The amount of pay for substituting will be listed on the check stub.

### C. Employees may leave the building during preparation time with permission of the principal.

## Section 5: School-Sponsored Activity Duties

Employees working at school-sponsored activity duties outside the school day, and at which their attendance is not required as a result of the activities they sponsor or coach and at which the administration determines supervisors are needed will be reimbursed at the rate of \$15.00 per session per event worked during the week, and \$25.00 per session per event held on Saturday and/or Sunday. Length of each session will be approximately two hours of work.

The events included will be those held outside the regular work day and shall include Middle School and Senior High School music programs, plays, musicals, school dances, elementary music programs, plus math bees, spelling bees, History Day, Iowa Writers, or approved like educational activities.

If adequate and satisfactory faculty volunteers are available, they will be used, assigned, and paid. In the event that more than one person volunteers for any given duty, the most senior staff member will be given that particular duty. Faculty members may volunteer for more than two duties. If there are not sufficient and satisfactory faculty volunteers available, the appropriate administrator shall make the necessary assignments by rotating staff assignments.

Teachers need to work two events per year to receive any activity pass, which would allow them and their spouse or guest free admission to local school activities.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 3**

#### **VACATIONS AND HOLIDAYS**

##### Section 1: Holidays

The following paid holidays will be observed: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day when it falls during the school term.

##### Section 2: Vacations

The following non-paid vacations will be observed: November 24, December 26, 27, 28, 29, January 2, March 26, 27. Days missed due to inclement weather will be made up at the end of the school year.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 4**

#### **LEAVES**

##### **Section 1: Personal Sick Leave**

- A. Any time after the employee has reported for duty, sick leave will be granted. First year of employment and thereafter - 15 days.
- B. The sick leave schedule applies to consecutive years in the Atlantic Schools. Unused sick leave days are cumulative to a maximum of one hundred five (105) days. Evidence confirming the necessity of absence or the ability and date to return to work may be required, and shall be approved by the administration. The above sick leave policy was effective as of the 1980-1981 school year. Any leave accumulated under previous policy was effective at the time of the adoption of the 1967-68 sick leave policy.
- C. Part-time employee's sick leave will be granted on a pro-rata basis.

##### **Section 2: Bereavement Leave or Serious Illness in the Immediate Family**

###### **A. Serious Illness**

In addition to sick leave, a leave of not more than five (5) days per year for one serious illness, with an additional two (2) days possible for more than one serious illness per year in the immediate family of the teacher or the immediate family of the spouse. Maximum serious illness leave per year to be seven (7) days. Teachers may use a maximum of three of the five days of serious illness days for illness of their dependent children.

###### **B. Bereavement Leave**

A leave of not more than 5 days per year for each death in the immediate family of the teacher or spouse.

After 5 days per death of bereavement leave or after 5 or 7 full days, whichever applies, of serious illness in the family in one year, the cost of a substitute in the amount equal to the daily substitute rate will be deducted. As the day of absence is a contract day, the daily substitute rate will be deducted even if no substitute is required. Such leave must receive the prior approval of the administration.

C. Immediate Family

"Immediate Family" is to be limited to the following relatives of the teacher or spouse: parent, child, wife, husband, brother, sister, grandparent, or grandchild, daughter-in-law or son-in-law, brother-in-law or sister-in-law.

Section 3: Absences for Other Reasons

- A. Other Funeral - One day is allowed at no deduction, additional days at the cost of a substitute in the amount equal to the daily substitute rate will be deducted. As the day of absence is a contract day, the daily substitute rate will be deducted even if no substitute is required. Such leave must receive prior approval of the administration.
- B. Contests and Festivals, and other extra-curricular activities, are counted as part of the employee's work and do not involve pay deductions. Approval is secured from principal or Superintendent.

C. Educational Purposes

Attendance at educational meetings is permitted at full pay if such absence is approved by the employee's principal. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence on a form as provided by the Employer should be filed by the employee at least seven days prior to the first day of anticipated absence.

Professional days shall be used for the purpose of:

- 1. Visitation to view other instructional techniques or programs.
- 2. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

D. Personal Leave

Employees will receive two days of personal leave with no deduction. Such leave may accumulate to a maximum of three (3) days in any one year. In addition, teachers will have three (3) days personal leave at the cost of a substitute in the amount equal to the daily substitute rate will be deducted. As the day of absence is a contract day, the daily substitute rate will be deducted even if no substitute is required. These days may not be used to extend a vacation or holiday, unless the administration approves the absence for an officially sanctioned "state" event in which the employee's own child is participating. A full day deduction will be taken after 5 days (or 6 days if carryover day is applicable). The request must be made to the appropriate

administrator forty-eight (48) hours in advance. The number of teachers gone for personal leave at any one time will be no more than two teachers at Schuler Elementary and Middle School and three teachers at Washington and Senior High.

Teachers requesting personal leave to be used during the last 10 days of the school year must submit their request to the *Administrative Team* for approval 30 days prior to the date of request. Employees not using their accumulated day of personal leave from the preceding year may be reimbursed at the rate of \$50 for one day or \$25.00 for one half day. This request for payment shall be made to the Office of the Superintendent by May 30 and will be paid on the employee's June paycheck.

#### E. Substitute Teachers

Substitute teachers are required to complete a form to be supplied by the building principal which is to be signed by the regular teacher and sent to the principal's office. No teacher is to pay a substitute - this will be done by the school and the deduction, if there is to be one, will be made from the regular teacher's salary. The rate of pay per day for a substitute teacher is determined annually.

#### Section 4: Jury Duty

In the absence of extraordinary circumstances, employees in the school system may be excused for jury duty. In order that no employee shall suffer financial loss because of such absence, the difference between the normal salary and the compensation received for jury duty shall be paid. When an employee is excused from jury duty, either temporarily or permanently on any working day, the employee shall report to the principal and shall complete any remaining hours of his/her working day if required by the District.

#### Section 5: Military Leave

Leaves of absence are granted for military purposes but not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same salary he would have received had he not taken such leave but subject to the following conditions: that the position was not abolished; that he/she is physically and mentally capable of performing the duties of the position; that he/she makes written application for reinstatement to the Superintendent of schools within ninety (90) days after termination of military service, and that he submits an honorable discharge from military service.

## Section 6: Educational Leave

The Board may grant education leave with the following provisions:

- A. Must have taught in District at least five (5) years immediately prior to requesting leave.
- B. Area of study must be in area of teaching assignment or other areas approved by the Board at an appropriately accredited college or university.
- C. Leave for not more than one school year duration.
- D. Will not receive longevity credit for year gone.
- E. Sick leave and seniority will be frozen while gone.
- F. No more than two (2) educational leaves in the school system in any one year.

## Section 7: Family and Medical Leave

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 5**

#### **SAFETY**

##### **Section 1: Protection of Employees**

###### **A. Protective Devices:**

Provision shall be made for such devices as outlined in Sections 280.10 and 280.11 of the Code of Iowa 1981. All such items shall be provided without charge to the employee.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 6**

#### **EVALUATION PROCEDURES**

The evaluation procedures for career teachers contained in the Individual Career Development Plan and Performance Review are incorporated into this Agreement. The evaluation instrument used to implement those procedures may be adopted at the discretion of the school district.

The evaluation procedures defined above do not apply to beginning teachers, probationary teachers or teachers in need of intensive assistance. Procedures for those individuals may be adopted at the discretion of the district.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 7**

#### **TRANSFER PROCEDURE**

##### **Section 1: Voluntary Transfer**

- A. Definition - The voluntary movement of an employee to a different building (attendance center). In addition, in grades K-6 it shall include to a different grade level.

- B. Any qualified employee may apply for a voluntary transfer to another building. Prior to applying for a transfer the employee will have a conference with his/her building principal to discuss his/her desire to be transferred. Application will be in writing to the Superintendent, indicating the desired position and the reason for the transfer request.
- C. Transfers will be based upon the needs of the school district as determined by the Superintendent.
- D. Requests for transfer are kept for only one school year. Renewal must be made each year.

## Section 2: Posting of Transfer Opportunities

Notices of openings creating transfer opportunities will be posted in the faculty room of each school during the school calendar year and in the Superintendent's office during the summer, for five (5) school days prior to the final date for submitting applications except in cases of emergency. Employees who wish to apply for the posted position(s) shall submit their written applications to the Superintendent, or his/her designee, within five school days of posting. In the determination of requests for voluntary transfer, the wishes of the individual employee may be honored to the extent that the transfer does not conflict with the instructional requirements of the school system. If one or more have applied for transfer to the same position and all qualifications are equal i.e., certification, educational hours, types of experience, evaluations and other relevant educationally significant factors, then the most senior teacher shall be given added consideration. Transfers will be based upon the needs of the school as determined by the Superintendent. When the position is filled, applicants will be notified in writing within ten (10) days of filling the position. Reasons for the choice shall be given. Transferred employees will be ineligible to apply for another transfer for a period of one year from the date of transfer.

Summer Vacancies. Employees wishing to be kept informed during the summer months of specific vacancies within the district for which they are qualified shall keep on file in the Central Office a written request to be notified of those vacancies. The request must include a summer address. The district will notify those employees requesting information about specific vacancies either by mail, telephone, or e-mail during the period of June 1 to July 15. The employee must submit in writing a request to be considered for the vacancy within five (5) working days from the date of the notification.

## Section 3: Involuntary Transfer

- A. Definition - The involuntary movement of an employee to a different building (attendance center).



- B. Involuntary transfers will be based upon the needs of the school district as determined by and within the sole discretion of the administration. All such transfers will be made known to the employee involved in the transfer at least five (5) days prior to the actual transfer if possible. Involuntary transfers will be reported to the Board of Education.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 8**

#### **STAFF REDUCTION PROCEDURE**

##### **Section 1: Staff Reduction**

The employer shall take into account attrition and possible transfers to determine whether a lay-off is necessary. In the event the employer determines that employees must be laid off, the following procedures will be followed:

- A. Employees will be laid off on the following basis:
1. Seniority
  2. Qualifications
  3. Program Continuity
- B. Normally, seniority shall be the controlling factor; however, considerations of items A2 and A3 above, may override in unusual circumstances.
- C. Those employees to be reduced will be notified by the employer in accordance with provisions of Chapter 279, Code of Iowa.
- D. Staff reduction shall be within the following categories:
1. All elementary guidance counselors
  2. All secondary guidance counselors
  3. All media specialists, including librarians and audio-visual personnel
  4. School nurses
  5. Special education teachers
  6. All music teachers
  7. All physical education teachers
  8. All art teachers
  9. All other teachers in Grades K-6
  10. All other teachers in Grades 7-12 within individual curricular areas

##### **Section 2: Recall Rights**

Any employee laid off pursuant to this Article shall have recall privileges to the area where the person has had experience in the District for one (1) year from the effective date of his/her layoff. Laid off employees shall be recalled in inverse order of layoff. Any employee wishing to exercise his/her recall privileges shall keep the Superintendent informed, in writing, of his/her current address and

phone number. An employee's failure to respond affirmatively by certified mail within five (5) calendar days after receipt of the employer's recall letter sent by certified mail to the employee's address on file in the office of the Superintendent shall result in the termination of the employee's rights or recall thereafter.

### Section 3: Recall Benefits

Employees who are re-employed after layoff shall be placed on the next higher step on the salary schedule than they were on prior to the layoff. Further, other benefits - including sick leave - will be returned in like manner.

## **DIVISION II: BASIC EMPLOYMENT CONDITIONS**

### **ARTICLE 9**

#### **PROFESSIONAL DEVELOPMENT**

- A. Professional development committees of equal numbers appointed by the administration and association shall be established for the purpose of making recommendations to the Superintendent on the structure and content of the District's professional development program. Each of the four (4) buildings shall have teacher representation. The final authority over the content and structure of professional development shall reside with the Board.
- B. Costs of locally mandated professional development or locally mandated newly required professional training shall be borne by the school district.

**DIVISION III: SALARIES AND BENEFITS****ARTICLE 10  
SALARIES**

Salaries shall be as set forth in Schedule I:

**ATLANTIC COMMUNITY SCHOOL DISTRICT  
Atlantic, Iowa**

**SALARY SCHEDULE  
2006-2007**

STEPS	I BA	II BA+15	III BA+30	IV BA + 50 MA	V MA+15	VI MA+30
0	24,900	25,896	26,892	27,888	28,884	29,880
1	25,896	26,932	27,968	29,004	30,039	31,075
2	26,892	27,968	29,043	30,119	31,195	32,270
3	27,888	29,004	30,119	31,235	32,350	33,466
4	28,884	30,039	31,195	32,350	33,505	34,661
5	29,880	31,075	32,270	33,466	34,661	35,856
6	30,876	32,111	33,346	34,581	35,816	37,051
7	31,872	33,147	34,422	35,697	36,972	38,246
8	32,868	34,183	35,497	36,812	38,127	39,442
9	33,864	35,219	36,573	37,928	39,282	40,637
10	34,860	36,254	37,649	39,043	40,438	41,832
11	35,856	37,290	38,724	40,159	41,593	43,027
12	36,852	38,326	39,800	41,274	42,748	44,222
13	37,848	39,362	40,876	42,390	43,904	45,418
14		40,398	41,952	43,505	45,059	46,613
15			43,027	44,621	46,214	47,808
16			44,103	45,736	47,370	49,003
17		40,848				50,198
18						
19			44,603	46,286	47,970	
20						50,798
21						
22					48,570	
23						51,398
Longevity*		+450	+500	+550	+600	+600

\*Longevity will be paid after three years at the top of salary lanes. An additional career increment will be paid after six years at the top of the MA+15 and MA+30 lanes and the completion of three additional credit hours.

The 4.0 index in this proposal is based horizontally on the beginning BA salary of \$24,900. Vertically, the 4.0 is applied against the beginning salary in each category.

Longevity: Longevity differential in addition to regular salary will be paid after three years at the top of salary lanes as listed below:

BA + 15 ..... \$450  
BA + 30 ..... 500  
MA/BA + 50 ..... 550  
MA + 15.....600  
MA + 30.....600

The longevity differential is a one time increase which after it is earned will be added to the regular salary each year. An additional longevity increment of six hundred dollars (\$600.00) will be added after 6 years at the top of the MA + 15 and MA + 30 lanes and the completion of 3 additional hours graduate credit.

#### Section 1: Category Placement and Advancement

- A. New teachers will be placed on schedule as determined by the Board upon recommendation of the Superintendent.
- B. Teachers who qualify for advancement to all categories shall be placed in the new category and advance one step. (Only one step advancement per year.)
- C. In Categories V and VI the fifteen (15) hours must be earned after the MA Degree has been obtained.
- D. Hours earned must be graduate hours in order for a teacher to advance to Categories II, III, IV, V, and VI. Graduate hours earned beyond the Masters level must be in the area of the employee's teaching assignment or have the prior approval of the administration before credit can be given on the salary schedule. Teaching assignment refers to specific academic areas taught. Other courses for improvement of instruction shall have prior approval. To receive credit for advancement on the salary schedule for travel courses, prior approval of the administration must be obtained.
- E. For persons not getting a Masters Degree, to be approved for lane advancement to the MA/BA + 50 Lane, the hours taken beyond the BA + 30 must have prior approval of the Superintendent, must be in the area of the teacher's teaching assignment, and must have direct application to the course or courses being taught by the individual or to be implemented and taught by the teacher. Any exceptions must be submitted to the Superintendent for approval prior to taking the course(s).

Only graduate credit classes will apply.

Only those credits received after June 1, 1987 will apply toward the BA + 50. Correspondence courses or travel credit courses shall not apply.

- F. Employees who receive an MA in their assigned teaching area or in an area pre-approved by the Superintendent after July 1, 2001 shall receive a one-time payment of \$1,000.
- G. In areas where the District has difficulty in hiring new employees the District shall have the discretion to structure a signing bonus up to a maximum of \$3,000 in addition to the employee's placement on the salary schedule.

Section 2: Schedule II - Nurse Salary Schedule

ATLANTIC COMMUNITY SCHOOLS

Nurses' Salary Schedule  
2006-2007

STEP	RN	RN+30	BA
0	19,796	20,429	21,063
1	20,588	21,247	21,905
2	21,380	22,064	22,748
3	22,172	22,881	23,590
4	22,963	23,698	24,433
5	23,755	24,515	25,276
6	24,547	25,333	26,118
7	25,339	26,150	26,961
8	26,131	26,967	27,803
9	26,923	27,784	28,646
10	27,714	28,601	29,488
11	28,506	29,418	30,331
12	29,298	30,236	31,173
13	30,090	31,053	32,016
14	30,882	31,870	32,858

The 3.2 index is based horizontally on the beginning RN salary of \$19,796. Vertically, the 4.0 index is applied against the beginning salary in each category.

Nurse Category Placement and Advancement

- A. New nurses will be placed on schedule as determined by the Board upon recommendation of the Superintendent.
- B. Nurses who qualify for advancement to all categories shall be placed in the new category and advance one step. (Only one step advancement per year.)
- C. Hours beyond the RN lane must be towards a Bachelors Degree or have prior approval of the Superintendent.
- D. A head nurse may be designated and an annual stipend of \$1,000 will be paid for designated extra duties.

### Section 3: Contract Return

All contracts are to be returned twenty-one (21) days after being issued. Unconditional releases will be granted until May 1. Between May 1 and June 1 releases will be granted by mutual consent. After June 1, releases will be granted at the discretion of the Board. In exercising this discretion, only exceptional circumstances will be considered.

### Section 4: Salary Payment

- A. Salaries will be paid on a twelve (12) month basis, the 25th of each month by 11:00 a.m. being designated as "pay day". When employees are not working the 25th, they will be paid on the last preceding work day when school is in session and the last preceding central office work day during the summer.
- B. New employees may receive one-half (1/2) of their first month's pay after ten (10) days of service.
- C. Direct Deposits: An authorization for Direct Deposit must be completed and signed by each employee requesting this service. Checks will be hand delivered to the financial institution authorized in Atlantic by 11:00 a.m. on payday. Should there be an emergency which prohibits checks from being delivered by 11:00 a.m., building representatives will be notified. Requests must be submitted to the central offices by September 15th of each year. Direct deposits authorized outside Atlantic will be mailed by noon on payday. The Atlantic Community Schools will be responsible only for putting the checks in the mail.

All employees wishing direct deposit must provide deposit slips complete with account number for each pay period when their financial institute requires deposit slips. Employees who want direct deposit by mail must provide addressed stamped envelopes for each pay period. Payroll checks will be separated when the check is deposited or mailed. The check stub will be given to the employee.

- D. Required summer professional development and curriculum work will be paid at fifteen dollars (\$15.00) per hour.

### **DIVISION III: SALARIES AND BENEFITS**

#### **ARTICLE 11**

##### **EXTRA DUTY**

If a teacher wishes to be relieved of an extra-duty assignment, the administration will endeavor to find a replacement that is satisfactory as determined by the Board.

### **DIVISION III: SALARIES AND BENEFITS**

#### **ARTICLE 12**

##### **EXTENDED/SPECIAL CONTRACTS**

Position	Salary
Life Management Skills	\$600/wk or \$120/day
Industrial Arts	\$600/wk or \$120/day
Media Specialist	\$600/wk or \$120/day
Counselors, Multi-Occupations, and Vocational Agriculture	Per Diem of Regular Step
Senior High Band (summer)	Per Diem of Regular Step
Middle Band (summer)	Per Diem of Regular Step
Elementary Band (summer)	Per Diem of Regular Step

All non per diem extended and special contracts to be paid an hourly rate of fifteen dollars (\$15.00) per hour for summer work. Required summer professional development and curriculum work will be fifteen dollars (\$15.00) per hour.

Summer school classes and/or tutoring will be paid at the hourly rate of twenty dollars (\$20.00) per hour for summer work plus one (1) hour of preparation time for every seven (7) hours of teaching time during summer school classes and/or tutoring.

The Superintendent may appoint curriculum chairpersons. A stipend of \$1,000 will be paid for extra duties to chairpersons of major curricular areas to include Math, Science, Language Arts/Reading, and Social Studies. A stipend of \$750 will be paid for extra duties to chairpersons of minor curricular areas to include Vocational, Physical Education/Health, Fine Arts, Student Support Service, and Foreign Language.

Mentoring Program implemented in 2001-02 school year:

1. A stipend of \$1,000 will be paid per year for each active mentor and facilitator.
2. All obligations under this agreement to compensate teachers involved in the mentoring program will be dependent on and are conditional on continued state funding of the program at current levels and receipt of such funding by the District.

### **DIVISION III: SALARIES AND BENEFITS**

#### **ARTICLE 13**

##### **SUPPLEMENTAL PAY**

###### **Section 1: Extra-Curricular Activities**

The Board and the Association agree that the extra curricular activities listed in Schedule II are official school-sponsored activities covered by school insurance.

###### **Section 2: Pay for Trips**

- A. Coaches and other activity sponsors will be paid as follows: Bus Driver's hourly rate/40 miles per hour = rate (cents per mile) x miles driven for driving a Type I school bus after regular hours and 1/2 this rate during regular hours.

###### **Section 3: Supplemental Duty Pay**

Employees may elect to receive supplemental assignment wages in equal installments to be included in their regular paycheck or to receive a lump sum for their supplemental duty in the next regular paycheck following completion of the duty.

An employee must elect one method of payment for all supplemental assignments. This election must be made when filling out personal data sheets at the beginning of the school year.



Section G: Schedule II - PAYMENT FOR EXTRA-CURRICULAR ACTIVITIES  
2006-2007

These are the salaries for these positions if they are filled. The Board determines if these positions will be filled.

An individual shall not be assigned more than one sport in the season except by his/her choice. Should he/she accept more than one assignment during the same season, his/her salary should not be the sum of the two positions but should be seventy-five percent (75%) of the sum of the two positions.

Extra-Curricular Activity	(% of \$27,888)	(Dollars)	
=====			
FOOTBALL			
Head, Varsity	15.30%	4,267	
Asst. Varsity (2)	10.19%	5,684	(2,842)
Head, Junior Varsity	10.19%	2,842	
Asst. Junior Varsity	10.19%	2,842	
Head Freshman	7.51%	2,094	
Assistant Freshman	6.05%	1,687	
Head Junior High (2)	5.36%	2,990	(1,495)
Assistant Junior High (2)	4.83%	2,694	(1,347)
BASKETBALL - BOYS			
Head, Varsity	15.30%	4,267	
Assistant Varsity	8.23%	2,295	
Head, Junior Varsity	10.19%	2,842	
Head, Freshman	7.51%	2,094	
Head Junior High (2)	6.44%	3,592	(1,796)
Assistant Junior High	4.83%	1,347	
BASKETBALL - GIRLS			
Head, Varsity	15.30%	4,267	
Assistant Varsity	8.23%	2,295	
Head, Junior Varsity	10.19%	2,842	
Head, Junior High (2)	6.44%	3,592	(1,796)
Assistant Junior High	4.83%	1,347	
Head, Freshman	7.51%	2,094	
Chaperone	3.63%	1,012	
WRESTLING			
Head, Varsity	15.30%	4,267	
Assistant Varsity (2)	10.19%	5,684	(2,842)
Head, Junior High (2)	6.44%	3,592	(1,796)
Assistant Junior High	3.39%	945	
TRACK - BOYS			
Head, Varsity	13.95%	3,890	
Assistant Varsity (2)	8.58%	4,786	(2,393)
Head, Junior High	5.36%	1,495	
Assistant Junior High	4.46%	1,244	

Extra-Curricular Activity	(% of \$27,888)	(Dollars)	
=====			
TRACK - GIRLS			
Head, Varsity	13.95%	3,890	
Assistant Varsity (2)	8.58%	4,786	(2,393)
Head, Junior High (2)	5.36%	2,990	(1,495)
Assistant Junior High	4.46%	1,244	
Chaperone	2.91%	812	
VOLLEYBALL - GIRLS			
Head, Varsity	15.30%	4,267	
Assistant Varsity	10.19%	2,842	
Head Freshman	7.51%	2,094	
Head, Junior High (2)	5.90%	3,290	(1,645)
Assistant Junior High	4.83%	1,347	
Varsity/JV Chaperone	3.63%	1,012	
BASEBALL - (SUMMER OF 2007)			
Head, Varsity	13.95%	3,890	
Assistant Varsity	8.58%	2,393	
Head Freshman	7.51%	2,094	
SOFTBALL - GIRLS (SUMMER OF 2007)			
Head, Varsity	13.95%	3,890	
Assistant Varsity	8.58%	2,393	
Head Freshman	7.51%	2,094	
OTHER			
Head Varsity Soccer (2)	10.19%	5,684	(2,842)
Assistant Varsity Soccer	6.05%	1,687	
Head Varsity Golf (2)	10.19%	5,684	(2,842)
Head Varsity Tennis (2)	10.19%	5,684	(2,842)
Assistant Tennis (2)	4.83%	2,694	(1,347)
Head Cross Country (2)	8.32%	4,640	(2,320)
Assistant Cross Country (2)	4.83%	2,694	(1,347)
Head Middle School Cross Country	5.36%	1,495	
Chaperone Distance Running	2.91%	812	
Head Cheerleaders	11.00%	3,068	
Assistant Cheerleaders, JH	3.76% w/prep	1,049	
	4.50% no prep	1,255	
GRA Sponsor	2.42%	675	
GRA Assistant	1.94%	541	
Head, Speech and Debate	8.58 - 10.15%	2,831	
Assistant Speech	4.02%	1,121	
Assistant Musical	4.02%	1,121	
Fall Play	4.02%	1,121	
Student Council (Sr. High)	11.00%	3,068	

Extra-Curricular Activity	(% of \$27,888)	(Dollars)	
=====			
Ticket Manager	7.75%	2,161	
Y-Teens	2.42%	675	
SES	2.42%	675	
FFA Sponsor	3.22%	898	
Homecoming	1.00%	279	
Prom	2.00%	558	
Junior Class Sponsor	2.00%	558	
Sets	2.84%	792	
Academic Club Sponsor	2.42%	675	
National Honor Society	2.42%	675	
Musical - Vocal	11.80%	3,291	
Band	13.41%	3,740	
Band, Middle School	4.83%	1,347	
Vocal Music, Middle School	4.83%	1,347	
High School Flags	2.15%	600	
Middle School Drama	1.00%	279	
Programs	1.45%	404	
Homecoming Float (4)	1.00%	1,116	(279)
Senior Breakfast	1.00%	279	
Middle School Student Council	1.00%	279	

## **DIVISION III: SALARIES AND BENEFITS**

### **ARTICLE 14**

#### **INSURANCE**

##### **Section 1: Liability**

The Board shall provide public liability insurance coverage for civil action which may result from their performance of the assigned duties of the employee and while the employee is acting within the scope of his/her employment. This coverage shall be limited by the terms of the policy in effect. The Board shall provide liability insurance coverage for employees while using their own automobile in the performance of their assigned duties and while the employee is acting within the scope of his/her employment. This coverage shall be limited by the terms of the policy in effect.

##### **Section 2: Health Insurance With Major Medical and Diagnostic Insurance**

The Atlantic Community School District shall make available health insurance for the benefit of the employees, and shall pay the premium for a single membership for all regular full-time employees and on a pro-rata basis for regular part-time employees. The district will pay \$50.00 per month toward costs for those teachers requesting family coverage. This coverage will be made available to all regular full-time employees and on a pro-rata basis for regular part-time employees. Employees who do not have a family policy will apply the payment towards a tax-sheltered annuity. Those employees who wish to have family coverage may notify the Board Secretary in writing to have the cost deducted from their salaries. The insurance shall provide benefits as mutually agreed upon by the Association and the District.

Pre-admission authorization must be in compliance with carrier's policy description contained in policy booklet or pamphlet.

##### **Section 3: Dental Insurance**

The Atlantic Community School District shall make available dental insurance for the benefit of the employees, and shall pay the premium for a single membership for all regular full-time employees and on a pro-rata basis for regular part-time employees. Those employees who wish to have family coverage may notify the Board Secretary in writing to have the cost deducted from their salaries. The insurance shall provide benefits no less than equivalent to those provided in the current policies.

##### **Section 4: Long Term Disability**

The Atlantic Community School District will provide for each regular full-time teacher individual long-term disability coverage as described as follows:

Long Term Disability Insurance provides funds to reduce the loss of income which results from a lengthy disability. It will replace a part of the income which would have been earned had disability not occurred.

Monthly Income Benefit	An amount equal to sixty percent (60%) of covered monthly compensation less any payments for that month for which the employee and his/her dependents are eligible under the Federal Social Security Act. Once established the Monthly Income Benefit will not be further reduced by subsequent increases in Social Security Benefits.
Qualifying Period	3 months or as arranged by the School District.
Maximum Monthly Period for accident or sickness	to age 65
Maximum Monthly Benefit	up to \$1,500
Overall Income Limit*	75% of covered monthly compensation
Minimum Monthly Benefit	\$25.00

\* Includes income from the following sources: Social Security, Workmen's Compensation Act or other similar legislation, other governmental plans, employer sponsored benefits, other group disability income insurance plans and retirement plans. In determining the monthly income, eligible payments under Title XVIII of the Social Security Act as amended (Medicare) shall not be deducted from the Scheduled Monthly Income Benefit. Long Term Disability benefits are occupational and cover disabilities occurring on or off the job. Benefits are not provided for disability due to intentionally self-inflicted injury, pregnancy or complications thereof, or war or any act of war. Consideration can be given to provide other standard options.

#### Section 5: Enrollment

New employees must enroll in health, major medical, diagnostic, dental, and other applicable insurance during their open enrollment period when they are first hired, when evidence of insurability is not required by the policy. Should they choose not to be covered, the school will not be liable for providing any insurance coverage as they are subject to all eligibility requirements, restrictions and limitations contained in the District's insurance contract.

## **DIVISION III: SALARIES AND BENEFITS**

### **ARTICLE 15**

#### **DEDUCTIONS**

##### **Section 1**

Employees covered by this Master Contract Agreement may authorize a payroll deduction for regular current annual dues for membership in the Association, Iowa State Education Association, and the National Education Association. For authorization teachers are to give written notice to the Association. Such notice, including the amount to be deducted shall also be forwarded to the Board in accordance with Section 2.

##### **Section 2**

The Association shall provide the Board Secretary with a lawful form for each employee for whom membership dues are to be deducted and the amount to be withheld for each member as follows:

- A. Forms for such employees employed at the beginning of the school year will be provided the Board Secretary by September 10th.
- B. Forms for such employees employed during the school year will be provided the Board Secretary by the 20th day of the month in which the employee receives his/her first paycheck.
- C. Dues deductions will not be available for employees who do not meet the above conditions.
- D. Payroll dues deductions will be deducted from each employee's check in equal installments.

##### **Section 3**

The Association hereby agrees to indemnify the Board, the Board Secretary, each individual board member, and all administrators against any and all liability arising out of the application of the provisions of the Master Contract Agreement relating to dues deductions.

##### **Section 4**

Excluded from this provision of this Master Contract Agreement will be initiation fees, special assessments, back dues, fines, or similar items.

## Section 5

It will be the responsibility of the Association to inform members of the voluntary dues deduction system and procedure.

## Section 6

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, group health insurance, dental insurance, and any other plans or programs jointly approved by the Association and the Board.

**DIVISION IV: MISCELLANEOUS**

**ARTICLE 16**

**PRINTING AGREEMENT**

Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board and the Board shall provide the Association with fifteen (15) additional copies.

**DIVISION IV: MISCELLANEOUS**

**ARTICLE 17**

**NOTICES**

Whenever any notice is required to be given by either of the parties of the Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram, certified letter, or by hand delivery at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by the Association, to Board at \_\_\_\_\_
2. If by Board, to Association at \_\_\_\_\_

**DIVISION IV: MISCELLANEOUS**

**ARTICLE 18**

**FINALITY & EFFECT**

Section 1

This Agreement supersedes and cancels all previous collective bargaining agreements between the School District and the Association or any employee and constitutes the entire agreement between the parties, and concludes collective bargaining for its term.



## Section 2

Past practices shall not constitute part of this Agreement and any subsequent or supplementary agreement must be reduced in writing and executed by both parties to be effective.

## Section 3

The parties acknowledge that the understandings and agreements arrived at through collective bargaining are set forth in this Agreement. Therefore, the Board and Association each voluntarily and unqualifiedly waive any right which might otherwise exist under law to negotiate any matter, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter during the term of this Agreement.

## **DIVISION IV: MISCELLANEOUS**

### **ARTICLE 19**

#### **SAVINGS CLAUSE**

In the event that any provisions of this Agreement shall become void or illegal during the term of this Agreement such provision shall become inoperative, but all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

## **DIVISION IV: MISCELLANEOUS**

### **ARTICLE 20**

#### **DURATION PERIOD**

This Agreement shall be effective as of July 1, 2006 and shall continue in effect until June 30, 2007. The salary and fringe benefits provisions shall become effective at the beginning of the first pay period of the 2006-2007 school year.

This Agreement shall automatically continue in force and effect for equivalent periods, except as it may be amended, modified, or substituted during future collective bargaining; however, base salary, evaluation procedure and any other area of major concern to either party, and dates shall be negotiable for the 2006-2007 school year. The compensation for summer activities will be according to the pay schedule in effect at the beginning of the activity except for bus driving and working games. These two activities will be paid according to the new contract beginning July 1, 2006.

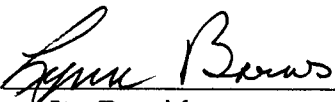
**DIVISION IV: MISCELLANEOUS**

**ARTICLE 21**

**SIGNATURE CLAUSE**

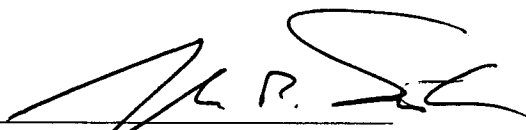
In witness whereof the parties have caused this Agreement to be signed by their respective Presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 1<sup>st</sup> day of May 2006.

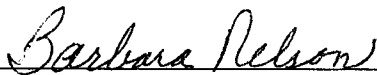
ATLANTIC EDUCATION ASSOCIATION

By   
Its President

By   
Its Chief Negotiator

ATLANTIC COMMUNITY SCHOOL DISTRICT

By   
Its President

By   
Its Chief Negotiator

**EXHIBIT I**  
**GRIEVANCE REPORT**

# \_\_\_\_\_

Date Filed \_\_\_\_\_

Atlantic Community School District

Distribution of Forms

\_\_\_\_\_ Building

\_\_\_\_\_  
Name of Aggrieved Person

- \_\_\_\_ 1. Association
- \_\_\_\_ 2. Employee
- \_\_\_\_ 3. Appropriate  
Supervisor
- \_\_\_\_ 4. Superintendent

=====

**LEVEL II**

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Master Contract Violated\* \_\_\_\_\_

C. Statement of Grievance\* \_\_\_\_\_

\_\_\_\_\_

D. Relief Sought\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. Disposition of Principal or Immediate Supervisor\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal  
or Immediate Supervisor

\_\_\_\_\_  
Date

LEVEL III

- A. \_\_\_\_\_  
Signature of Aggrieved Person                      Date Received by  
   Superintendent
- B. Disposition by Superintendent or Designee\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature of Superintendent                      Date  
   or Designee

=====

LEVEL IV

- A. \_\_\_\_\_  
Signature of Aggrieved Person                      Signature of Association President
- B. \_\_\_\_\_  
Date Submitted to Arbitration                      Date Received by Arbitrator
- B. Disposition and Award of Arbitrator\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature of Arbitrator                      Date

\*If additional space is needed, attach additional sheet.

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Note: All provisions of Article 5 of the Agreement, Dated \_\_\_\_\_, 2001,  
shall be strictly observed in the settlement of grievances.

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